



## GENERAL RECREATION INSTRUCTOR 2-TENNIS

<b>Position:</b>	General Recreation Instructor 2-Tennis
<b>Department:</b>	Recreation
<b>Reports to:</b>	Recreation Supervisor-Athletics
<b>Location:</b>	Wulf & Buchanan Park Recreation Centers
<b>Status:</b>	Part Time 2 (<20 hours per week)
<b>Hourly Wage:</b>	\$13.42-\$19.63

### Nature of Work

Under the direction of the Recreation Supervisor-Athletics, this position is responsible for leading and teaching skills pertaining to specified recreation area, and supervise participants safely in a public recreational facility.

### Essential Functions

- Must possess a highly defined focus towards both internal and external guest service
- Explains and demonstrates use of apparatus and equipment or skill
- Explains and demonstrate principles, techniques, and methods of regulating movement of body, hands, and feet to achieve proficiency
- Observes during practice to detect and correct mistakes
- Explains and enforces safety rules and regulations
- May manage classes of children by keeping attention
- Find substitutes for classes when not available
- Communicates with participants, parents, coordinator(s) and supervisor as necessary
- Attends all required meetings and trainings
- Sets up, cleans up, and moves equipment for proper class or party
- Checks equipment and space for proper safety
- Report accidents and injuries that occur during class
- Administer first-aid as necessary

### Management & Supervisory Duties

- Oversees participants in class.

### Illustrative Examples of Duties

- Set up/clean up for daily circuits or classes.
- Record attendance and/or progression of participants in classes.

### Skills

- Moderate verbal and written communication skills.

### Knowledge

- Knowledge of fundamentals and instructional methods of course being taught.

### Abilities

- Ability to instruct participants properly and safely to reach goal.
- Ability to perform work in an indoor environment with frequent interruptions and distractions.





### **Required Training, Experience & Qualifications**

- CPR/AED, and First-Aid Certification, or have the ability to obtain within six-months (6) of employment
- 1 - 2 years' experience instructing tennis and fundamentals

\*Please note: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with this job.

### **The Evergreen Park & Recreation District is an equal opportunity employer.**

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